

U.S. DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C. 20250

DEPARTMENTAL NOTICE		Number : 3300-008
SUBJECT: SECURE COMMUNICATIONS DEVICES	DATE: November 23, 2004	OPI: Office Of the Chief Information Officer, Telecommunications Policy and Planning Division
	CODIFICATION/EXPIRATION: This Notice will expire one year from the date it is signed, unless rescinded or canceled earlier.	

1 PURPOSE

This Notice establishes policies, and assigns responsibility for the management and use of secure communications devices, which are used for the protection of National Security Classified, Sensitive Security Information (SSI), and Sensitive But Unclassified (SBU) communications.

2 REFERENCES

<u>Source</u>	<u>Publication</u>	<u>Title/Subject</u>
National Security Telecommunications And Information Systems Security Committee	NSTISSI No. 4005	Safeguarding Communications Security (COMSEC) Facilities and Materials
	NSTISSI No. 3030	Operational Systems Security Doctrine for the Fortezza Plus (KOV 14) and Cryptographic Card and Associated Secure Terminal Equipment (STE)
	NSTISSI No. 4001	Controlled Cryptographic Items
	CNSS Instruction No. 4009	National Information Assurance (IA) Glossary
USDA	DR 3440-02	Control and Protection of Sensitive Security Information

3 ABBREVIATIONS

COMSEC	-	COMmunications SECurity
NSA	-	National Security Agency
SBU	-	Sensitive But Unclassified
SSI	-	Sensitive Security Information
STE	-	Secure Terminal Equipment (Telephone)
STU	-	Secure Telephone Unit

4 DEFINITIONS

- a COMSEC - The communications security systems, services, and concepts that constitute protective measures taken to deny unauthorized persons information derived from telecommunications of the U. S. Government related to national security and to ensure the authenticity of any such communications
- b Encryption Device - A device used for voice, video, or data, in which the information is distorted in such a way as to prevent unauthorized persons from accessing the information.
- c User - The individual who is required to use COMSEC material in the performance of his/her official duties and who is responsible for safeguarding the COMSEC material
- d Command Authority - The individual responsible for the appointment of user representatives for a department, agency, or organization and their key ordering privileges.
- e User Representative – The individual authorized by an organization to order COMSEC keying material and interface with the keying system, provide information to key users, and ensure the correct type of key is ordered.
- f COMSEC Manager – The individual who manages the COMSEC resources of an organization, designated by proper authority to be responsible for the receipt, transfer, accounting, safeguarding, and destruction of COMSEC material assigned to a COMSEC account.

5 POLICY

- a All national security classified information transmitted via telephone (office or mobile) or by electronic data transmission, will be protected by utilizing an NSA approved Type 1 encryption device.
 - (1) Secure Telephones
 - (2) Cellular Secure Telephones
 - (3) Data Encryption Units
- b SBU information transmitted via the telephone or electronic data transmission, should be offered the same protection when there is evidence of a threat to those communications.
- c All requirements for the secure communications devices shall be submitted to the USDA COMSEC Manager.
- d Only authorized personnel will ensure the installation, use and removal of secure communications devices. The user shall not re-issue the terminal or key to another individual and must return it only to the USDA COMSEC Manager.

6 RESPONSIBILITIES

- a Office of Chief Information Officer will:
 - (1) Provide secure communications technical assistance to the agencies and staff offices;
 - (2) Serve as the USDA Command Authority and designate User Representatives to order keys for the encryption devices;
 - (3) Serve as the USDA COMSEC Manager and User Representative for key ordering, receipt, distribution, and inventory; and
 - (4) Verify that the equipment user has the appropriate national security clearance level for the key;
 - (5) Direct employees to the Personnel and Document Security Division if they have any questions about proper procedures to follow in protecting classified information or working in a secure room containing an encryption device, as discussed above.
- b Agencies and Staff Offices will:
 - (1) Coordinate all national security classified equipment requirements with the USDA COMSEC Manager;
 - (2) Initiate the necessary procurement actions, with the USDA COMSEC Manager's consultation, to obtain a Type 1 secure device;
 - (3) Assist in the protection of the Type 1 encryption device and notify the

USDA COMSEC Manager immediately of physical loss of key or equipment and any relocation requirement; and

- (4) Contact the USDA COMSEC Manager 30 days prior the departure of equipment user from USDA and arrange for secure equipment removal.

c Personnel and Document Security Division will:

- (1) Determine security clearance eligibility and authorize the appropriate security clearance level for the Type 1 encryption device terminal user;
- (2) Coordinate other COMSEC matters with the USDA COMSEC Manager; and
- (3) Assist employees with questions about proper procedures to follow in protecting classified information or working in a secure room containing an encryption device as discussed above.

d TYPE 1 User will:

- (1) Protect Type 1 terminals and keys;
- (2) Report the physical loss of a key or a device to the USDA COMSEC Manager immediately; and
- (3) Notify USDA COMSEC Manager 30 days prior to the departure of the equipment user from USDA and arrange for secure equipment removal.

e Command Authority will:

- (1) Appoint the User Representatives for the Department; and
- (2) Designate the key ordering privileges.

f USDA COMSEC Manager will:

- (1) Coordinate the receipt, transfer, accountability, safeguarding and destruction of COMSEC material assigned to a COMSEC account;
- (2) Attend the NSA COMSEC Custodian Training Course (ND-112) as required by NSA and USDA;
- (3) Maintain knowledge of the latest communications security national policies, equipment, and future technologies; and
- (4) Maintain the appropriate security clearance.

7 INQUIRIES

Direct all questions concerning this notice to the Telecommunications Policy and Planning Division, Telecommunications Services and Operations, Office of the Chief Information Officer. Mr. Fred Goings is the USDA Command Authority, COMSEC Manager and User Representative. His telephone number is 202-720-8761 and email address is fred.goings@usda.gov.